



## **TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES**

### **OFFICE TECHNICIAN (TYPING) PUBLIC INFORMATION OFFICE - OAKLAND DEPARTMENT OF INDUSTRIAL RELATIONS DIVISION OF WORKERS' COMPENSATION**

Position: Office Technician (Typing)  
Salary: \$2510.00 – 3050.00  
Location: Oakland

Duties: Under the direct supervision of the Information Officer II, the Office Technician (Typ) [OT(T)] performs a variety of clerical duties for the Division of Workers' Compensation (DWC) Public Information Office and is expected to exercise a high degree of organizational skill, initiative, independence and originality in performing assigned tasks as follows: Typing/filing: Create and maintain files and databases including: news clip files corresponding to specific workers' compensation issues, including appropriate use of the Internet for research; background material files related to specific workers' compensation issues, which will be used to generate news releases, talking points and publications; electronic databases of contact information for ethnic and other media members in geographic areas corresponding to local offices; electronic database of DWC language capabilities; and electronic database of calls from and responses to legislators. Create and maintain other subject, periodical purchase and office files. Type, format and proofread correspondence, forms, labels and other documents as assigned using a personal computer with a variety of software programs. Assist in editing and distribution of DWC newsletter. Assist in editing Web site postings for compliance with AP Styleguide. Instructions and information may be given in a variety of formats including recorded, hand written, electronic and verbal. Perform clerical work associated with implementation of public information campaigns including: Assist in performing advance work (phone calls, emails, faxes, location coordination) associated with media outreach for injured worker workshops; assist in coordination of media training for DWC designees including collating and copying materials and logistics; assist in creation of materials for injured workers and other constituents. Initiate conference and video conference calls. Greet and introduce visitors. Set up meetings. Perform other duties as assigned, including coordination between DWC and the Department of Industrial Relations, director's office Communications Unit, the Labor & Workforce Development Agency, and other program or division staff. A great degree of professionalism and accuracy is required due to interaction with high level state officials, agencies and departments, organizations, the media and the general public. The OT must communicate effectively with outside agencies, staff and others.

**SROA and Surplus Employees will be given first consideration and are encouraged to apply. Current State employees** who are eligible for transfer or list appointment to the above class may apply by sending an application to:

Department of Industrial Relations  
Division of Workers' Compensation - Public Information Office  
P. O. Box 420603, San Francisco, CA 94142-0603  
Attention: Susan Gard (415) 703-4600

**Applications accepted until August 15, 2005, or until position filled**

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.